

ORDER OF ASSEMBLY FOR BASIC BRANCH COMMISSIONED OFFICER APPOINTMENT PACKETS (OCS)

Accepting Commission on date of graduation? YES / NO _____ Memo declining Commission - _____

NAME: _____ (E) RANK: _____ PARENT UNIT: _____

BRANCH: _____ UNIT/PARA/LINE _____ LETTER OF ACCEPTANCE _____
LETTER OF RELEASE _____

_____ **Discharge & Appointment Orders** *(completed by O-Branch)*

_____ **Reduction & Relief from Attachment Orders** *(completed by O-Branch)*

_____ **FRB Memo** *(provided by O-branch)*

_____ **NGB FORM 89** *(board must be held / dated w/in 6 months of commission date)*

_____ **NGB FORM 62E** *(p1: include branch, current enlisted rank & unit / p2: Civ & Mil Edu / p 3: Active Fed Time/ Nat'l Guard or Reserve Time & obligation stmt / p 4: have soldier sign top endorsement / p5: completed by O-Branch)*

_____ **NGB FORM 337** *(Soldier needs to complete and sign Sections 1&2; Authorized Official from LAARNG (must out rank Soldier applying for appointment) will need to sign; date needs to be left blank)*

_____ **MILITARY EDUCATION** *(OCS Diploma; Certificate of Completion; OBC Memo if scheduled)*

_____ **CIVILIAN EDUCATION** *(ONE Certified college transcript (if credits are from different colleges, the most recent transcript should identify which hours have transferred and count towards the Soldier's cumulative earned hours. Transcripts must be addressed/issued to the unit or appropriate authority in unit – NOT addressed/issued to the student)*

_____ **Degree awarded on** _____

OR

_____ **Earned Hours** *(must be at least 90 Ehms to accept commission)*

_____ **Degree completion plan** *(only required for applicants without a degree)*

_____ **SF 2807-1 & SF 2808** *(Date of physical must be w/in 2 years of commission date)* **Will expire on** _____

_____ **AMC** - physical becomes more than 1 year old, soldier must complete DA Form 7349R

*** *If soldier waits to accept commission and his/her physical becomes more than 2 years old, he or she will have to reschedule, complete, & submit a new commissioning physical before they can become appointed.*

_____ **DA FORM 5500, BODY FAT CONTENT WORKSHEET** *(if applicable)* YES / NO

_____ **COPY OF SSN CARD or STATEMENT** *(SEE FIG 3-3 NGR 600-100 for stmt)*

_____ **COPY OF BIRTH CERTIFICATE or STATEMENT** *(SEE FIG 3-1/3-2 NGR 600-100 for stmt)*

DOB: _____ years old

_____ **VERIFICATION OF SECURITY CLEARANCE:**

_____ Final clearance was issued _____ Date Investigation was completed
(See FIG 3-5 NGR 600-100 - - do not make copies of 873 for already granted/final clearances)

OR

_____ **Interim issued for 180 days** _____ Date Interim Expires _____ Stmt of Understanding
(New memos will need to be submitted if older than 180 days at date of commission)

_____ **DD FORM 214 and/or NGB FORM 22**

_____ **WAIVERS:** _____ Maximum Age approved by TAG / NGB – expires on _____

_____ Civil Conviction approved by NGB

_____ Other (exceptions to policy)

_____ **OER Information** (will be rated by: _____ **Sr. Rater:** _____)

POC submitting packet: _____

POC phone number: _____